

CALIFORNIA STATE EMPLOYEES' CHARITABLE CAMPAIGN

2000 GENERAL INFORMATION

The following information summarizes the State of California's procedures governing payroll deductions for charitable contributions from the salaries or wages of State officers and employees resulting from the annual California State Employees' Charitable Campaign (Campaign):

- All requests for charitable contributions through payroll deduction must be in writing on the authorization form prescribed by the Office of the State Controller, signed by the requesting officer or employee, and submitted to his/her employing agency. The employing agency shall forward the authorization forms to the Office of the State Controller.
- Each State Board of Control approved Principal Combined Fund Drive (PCFD) agency shall provide a designation form to every State officer or employee in its respective geographic area. The designation form shall indicate those amounts to be contributed to affiliated and nonaffiliated beneficiary agencies, and it shall consist of a copy for each of the following: (a) the officer or employee, (b) the officer's or employee's designated beneficiary agency, and (c) the PCFD agency.
- State officers and employees may request monthly payroll deductions for charitable donation purposes in an amount of \$2.00 or more.
- State officers and employees may authorize only one payroll deduction for charitable purposes to be in effect at the same time.
- Requests to establish or cancel a payroll deduction must be received in sufficient time for the Office of the State Controller to enter or cancel the deduction for the appropriate payroll period.
- The Office of the State Controller will deduct and distribute designated contributions to the appropriate PCFD agency. The PCFD will forward the designated amounts, less a State Board of Control approved fund-raising and administrative fee, to the designated beneficiary agency.
- After completion of the Campaign, PCFDs will notify designated beneficiary agencies regarding payment schedules for designated contributions and provide the designated beneficiary agency with copies of the completed State officer or employee designation forms.